

Plan Year 2018 FFM State-IPA Training

System Requirements

- For your internet browser, use Firefox or Chrome
 - If you are having issues, clear the cache/history of your browser
- Enable Javascript
- Download latest version of Adobe Flash
- Allow Pop-Up Windows
- Please read over [Computer Configuration Requirements](#) for additional guidance

The screenshot shows the CMS.gov Enterprise Portal. At the top, the CMS.gov logo is followed by 'Enterprise Portal' and 'Centers for Medicare & Medicaid Services'. Navigation links include Home, About CMS, Newsroom, Archive, Help & FAQs, Email, and Print. A search bar is on the right. Below the header, there are buttons for 'Health Care Quality Improvement System' and 'Provider Resources'. The main content area has a 'Welcome to CMS Enterprise Portal' section with a video player showing a doctor. To the right, the 'CMS Secure Portal' section contains a 'Login to CMS Secure Portal' button, which is highlighted by a yellow callout bubble. Below this button are links for 'Forgot User ID?', 'Forgot Password?', and 'New User Registration'. At the bottom, there is a section titled 'CMS Provides Health Coverage for 100 Million People...' with a Medicare.gov logo and a link to 'Information for people with Medicare, Medicare open enrollment, and benefits.' A 'Get E-Mail Alerts Non-Production Environments' button is also present.

Select Login to CMS Secure Portal.

Welcome to CMS Enterprise Portal

The CMS Enterprise Portal is a gateway being offered to allow the public to access a number of systems related to Medicare Advantage, Prescription Drug, and other CMS programs.

CMS Secure Portal

To log into the CMS Portal a CMS user account is required.

Login to CMS Secure Portal

[Forgot User ID?](#)
[Forgot Password?](#)
[New User Registration](#)

CMS Provides Health Coverage for 100 Million People...

[Information for people with Medicare, Medicare open enrollment, and benefits.](#)

Get E-Mail Alerts Non-Production Environments

If you have forgotten your User ID or password, click the appropriate links below the **Login to CMS Secure Portal** button.

Use the same User ID you created last year

- > DO NOT create a new User ID
- > If you've forgotten your User ID from last year, please use the "Forgot User ID" link

Select **MLMS**,
and then
Training.

Welcome to CMS Enterprise Portal

The Enterprise Portal combines and displays content and forms from multiple applications, supports users with navigation and cross-enterprise search tools, supports simplified sign-on, and uses role-based access and personalization to present each user with only relevant content and applications. The vision of the Enterprise Portal is to provide "one-stop shopping" capabilities to improve customer experience and satisfaction.

If the **MLMS** tab does not appear on your portal page, you will need to request access to the MLMS. See **page 34** for further instructions.

Welcome to the MLMS

Prior to navigation to the MLMS homepage, you are required to enter/validate your assister profile information.

New users: Please enter your assister information and click the "Save/Update" button at the bottom of the screen to be re-directed to the MLMS Homepage.

Existing users: You may update your profile and click the "Save/Update" button or click the "Next" button if your information is valid.

Note: Navigators/Federal IPA users, your organization information will be obtained from HIOS and does not require manual entry.

Email:

Assister Type: *

Training Language Selection: *

How Many Years Have You Been an Assister: *

When Did You Last Complete Federal Assister Training: *

Organization Type: *

State Funded Assister ID:

Organization Name:

Organization Street Address:

Organization City:

Organization State:

Organization Zip Code:

Organization Phone Number:

Assister Type: **STATE FUNDED ASSISTER**

When did you last complete Federal Assister Training: **THIS IS THE SECOND YEAR I'M TAKING FEDERAL ASSISTER TRAINING**

Organization Type: **STATE FUNDED ASSISTER**



Training Options

View the knowledge resources that have been recommended to you.

Active

Bookmarked

Ignored

Recommendations

Recommended in the Past (Days)

10

Recommendation Type

All

Restore Defaults

☐ Group by Recommendation Type

Active Recommendations

<input type="checkbox"/>	Recommendation	Recommendation Type	Sources	Recommended On	Actions
<input type="checkbox"/>	PY2018 Non-Certified Navigator	Curriculum	(2)StateIPA	08/04/2017	Actions
<input type="checkbox"/>	PY2018 Non-Certified Navigator Refresher	Curriculum	(2)Other	08/04/2017	Actions
<input type="checkbox"/>	PY2018 State IPA	Curriculum	(1)StateIPA	08/04/2017	Actions
<input type="checkbox"/>	PY2018 - Certified Application Counselor (CAC) Curriculum	Curriculum	(1)Other	08/04/2017	Actions

Bookmark

Ignore

PY2018 State IPA Curriculum



Hover mouse over
Actions link, and
then select **Enroll**.

Type	Sources	Recommendation	Actions
	(1)CAC	07/21/2017	Action
	(1)CAC	07/21/2017	Actions

Actions

View Detail
Enroll

Actions

Bookmark

Ignore



To register for [redacted] elements

verify the path, select modules and learning within the module that you would like to complete. [See complete registration guidelines](#)

Complete Enrollment

Select
Complete
Enrollment.

Path: 2018 Plan Year Certified Application Counselor (CAC) Required Path

Note: Actual seat availability might vary at the time of registration, due to existing registrations.

If selected courses are already assigned to learners, then an order is not placed for those courses again. If you do not select courses already assigned to learners, then the following warning is displayed: "There were no items to register for."

Required



[redacted] 002093)



Offering ID: 00002213
Language: English

Offered As: Web Based Training

Suggested [Change Offering](#)



[redacted] (Course : 00002099, Version 2018)



Offering ID: 00002219
Language: English

Offered As: Web Based Training

Suggested [Change Offering](#)



[redacted] (Course : 00002116, Version
PT2018_AST_FINAL)

Registration Confirmation

[Printer Friendly Version](#)

Order Contact testfirst testlast
Billed To Assister
Order Status Confirmed
Order Number 00058238

Order Items

Title	Learners	Delivery Type	Status	Actions
..... PY2018_MLMS_AST_001 Training Overview		Web Based Training	Confirmed	Notes
..... PY2018_MLMS_AST_015 Assister Standard Operating Procedures		Web Based Training	Confirmed	Notes
..... PY2018_MLMS_AST_101 Advanced Marketplace Issues & Technical Support		Web Based Training	Confirmed	Notes

[Go to Curriculum Details](#)

[Go to Current Learning](#)

Select Go to
Current
Learning.



2018 Plan
Applic
Re

View
ts

View Progress
for All Paths

View
Curriculum
History

Select
Launch.

de Modules

(C) Required

arning Elements ▲

Status: Confirmed

ew Details

Registration Date: 07/21/2017

ning Assignments ▲

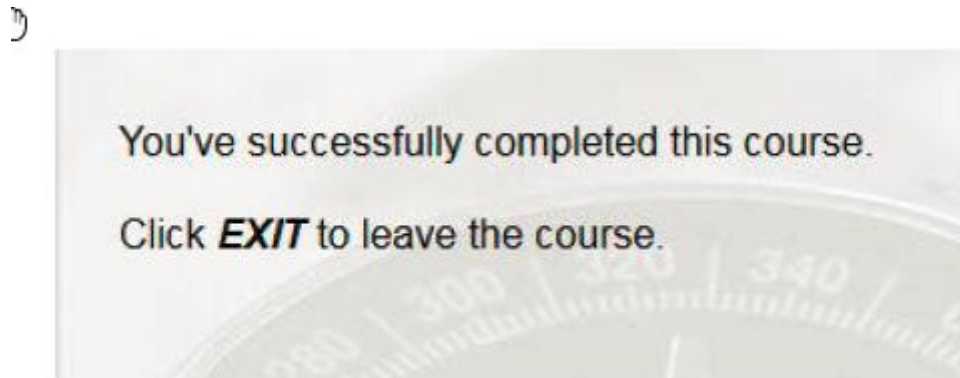
Launch

How the training will work

- 15 modules for state-IPAs
- Knowledge checks throughout the module
- Select every link on the page to activate the NEXT button
- Assessment at the end of each module (no comprehensive exam at the end)
 - Must get 80% to pass
 - Can retake the assessment (will not give you correct answers at the end)
- The Enterprise Portal times out every 30 minutes. Click the Portal window every 28 minutes and look for a pop-up box to continue the current session. If you timeout, you may need to clear your cache, or log back in twice in order to see the MLMS>Training link on your CMS Portal page.

Reminders:

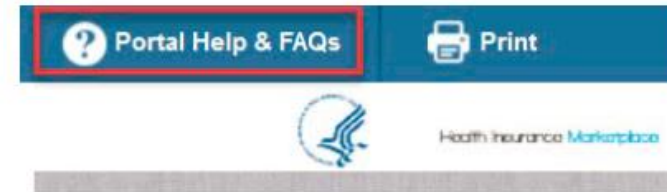
- Don't click the browser's BACK button
 - If you click the Back button you will need to refresh the page and navigate to your previous location. You can use Back within the training content window.
- The course is not finished until you see the following words:



Help Desk Resources

- CMS Enterprise Portal Help Desk

- 855-267-1515
- CMS_FEPS@CMS.hhs.gov
 - User ID / Password Issues
 - No access to MLMS



- MLMS Help Desk

- MLMSHelpDesk@cms.hhs.gov
 - Can't print my certificate
 - Can't find curriculum
 - Training is not launching

